



**United States District Court**  
District of Maryland

# **EVOUCHER ATTORNEY MANUAL**

*Revised March 2, 2015*

# eVoucher Attorney Manual

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## INTRODUCTION

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The CJA eVoucher System is a web-based solution for submitting, monitoring, and managing all Criminal Justice Act (CJA) functions. The eVoucher program includes the following modules:

- Online voucher submission by attorneys with automatic statutory maximum oversight.
- Online authorization requests by attorneys for expert services.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

## ASSISTANCE WITH EVOUCHER

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In addition to the electronic resources available on our website (<http://www.mdd.uscourts.gov/cja/evoucher.asp>), you may contact the CJA office by email at [MDD\\_CJA@mdd.uscourts.gov](mailto:MDD_CJA@mdd.uscourts.gov) or by phone at 410-962-4674.

## GETTING STARTED

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### **Court Appointment**

When an attorney is appointed to a case, the program will automatically generate and send an email to the attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

### **Accessing the CJA eVoucher Program**

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher link in the Criminal Justice Act tab on the District Court's website.

## Logging In

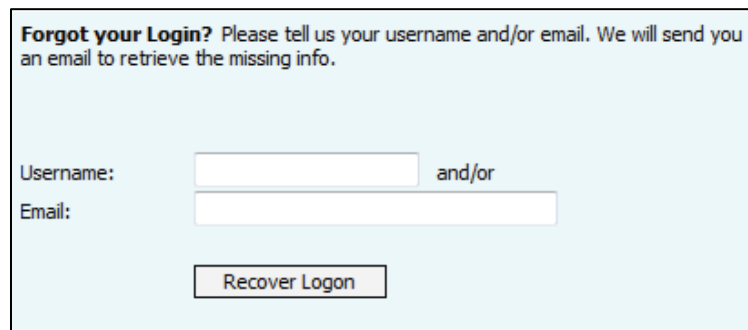
- Log into eVoucher using your Username and Password (both of which are initially assigned by the Court).



The image shows the 'CJA eVoucher' login page. At the top is the U.S. Department of Justice seal and the title 'CJA eVoucher'. Below this is a blue header with 'USER LOGIN'. The main content area has the text 'Existing user? Please log in.' followed by input fields for 'Username:' and 'Password:'. A yellow 'Log In' button is to the right of the password field. Below the fields is a blue link 'Forgot your login?'. At the bottom is a 'Notice' in small text: 'This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

If you forget your username or password, click on the **Forgot your Login?** hyperlink.

- Enter your Username or Email address to retrieve your information.



The image shows the 'Forgot your Login?' form. It has a light blue background. The text at the top says 'Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.' Below this are two input fields: 'Username:' and 'Email:'. The 'Username:' field is followed by the text 'and/or'. Below the input fields is a button labeled 'Recover Logon'.

# THE HOME PAGE

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Your home page provides access to all of your appointments and vouchers. eVoucher security settings prevent attorneys from viewing each other's information.

## Folders on the Home Page

Your home page has several folders to organize your appointments and vouchers:

FOLDER	
<b>My Active Vouchers</b>	Contains vouchers or documents that you are currently working on or that have been submitted to you by an expert service provider.
<b>Appointments' List</b>	A list of all your active appointments
<b>My Submitted Vouchers</b>	Contains vouchers for yourself, or for your service provider, which have been submitted to the Court for payment.  Documents submitted to the Court requesting expert services or interim payments will also appear in this folder.
<b>My Service Provider's Vouchers</b>	Contains all the vouchers for your service providers.  This will include: <ul style="list-style-type: none"><li>• Vouchers in progress on behalf of the experts</li><li>• Vouchers submitted to the attorney for approval</li><li>• Vouchers signed off by the attorney and submitted to the Court for payment</li></ul>
<b>Closed Vouchers</b>	Contains vouchers that have been paid or documents that have been approved by the Court.  Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.

# NAVIGATING IN THE CJA eVOUCHER PROGRAM


## Menu Bar



Menu Item	
Home	The eVoucher home page (see section on Home Page)
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CM/ECF	Hyperlink to CM/ECF Case Search
Links	Hyperlink to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"><li>• Another link to your Profile</li><li>• "Contact Us" email</li><li>• Privacy Notice</li></ul>
Logout	Logs user off the eVoucher program.

## Adjusting Views

You may alter the manner information is displayed in the folders.

**Opening/Closing Folders:** Click on the  (minus sign) to close the folder.

Click on the  (plus sign) to open the folder.

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**Moving Folders:** You may rearrange the folders on your screen.

1. Left-click on the folder you wish to relocate.
  2. Drag the folder to the new location and release the mouse.
- 

**Sorting:** Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

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**Resizing of Column:**

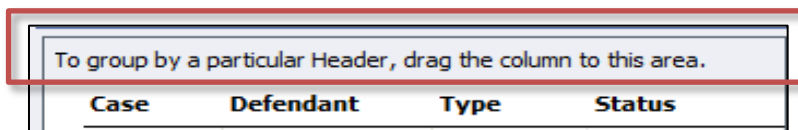
1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left-click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

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Note: The folder does not increase, therefore some columns may move off the screen.

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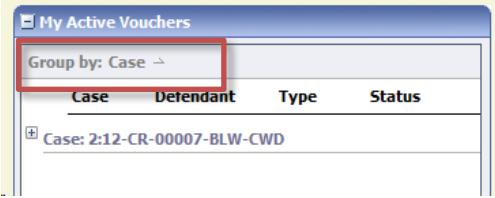
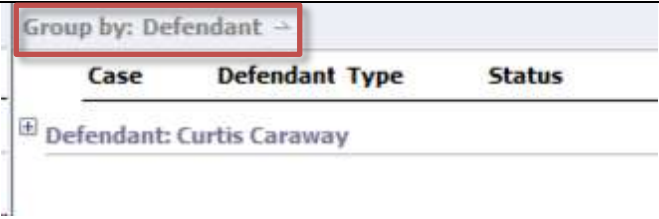
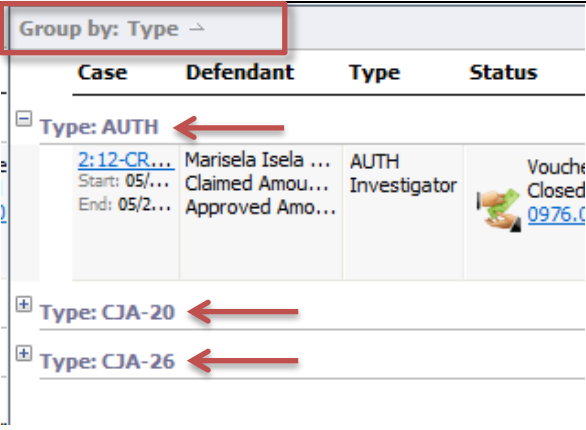
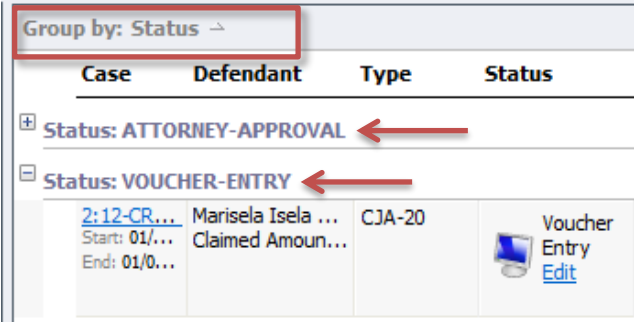
**Group by Column Heading:** You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the **Group Header** bar may be sorted in this manner.



1. Left-click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the “Group by Header” bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

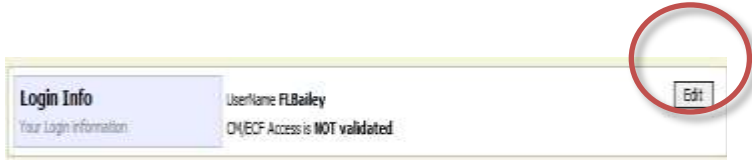

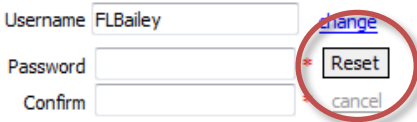
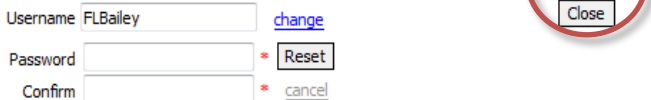


**Group by Column Heading:**  
(continued)

Group by...	RESULT
Case	
Defendant	
Type	
Status	

## MY PROFILE

In the **My Profile** section, the attorney may change the account username and password.

LOGIN INFO	SCREEN
1. Click <b>Edit</b> to change your Password.	 The screenshot shows a 'Login Info' box with the text 'Your Login Information'. To the right, it displays 'Username: FLBailey' and 'CH/ECF Access is NOT validated'. An 'Edit' button is circled in red in the top right corner.
2. Click the <b>Reset</b> hyperlink.	 The screenshot shows the 'Login Info' box. To the right, there are fields for 'Username: FLBailey' and 'Password: ****'. A 'Reset' hyperlink is circled in red. There are also 'change' and 'Close' links.
3. Type new password and then retype it in the confirm field. Press the <b>Reset</b> button to save.	 The screenshot shows a form with three input fields: 'Username: FLBailey', 'Password', and 'Confirm'. To the right of the 'Password' and 'Confirm' fields are red asterisks. A 'Reset' button is circled in red. There are also 'change' and 'cancel' links.
4. Click the <b>Close</b> button to exit.	 The screenshot shows the same form as in step 3. A 'Close' button is circled in red in the top right corner.

## APPOINTMENT RECORD

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Locate the Appointment in your appointments folder on your home page.

Click on the case number hyperlink to open the appointment record in that particular case.



Appointments	Defendant
<a href="#">Case: 2:12-CR-00001-FRW</a> Defendant #: 1 Case Title: USA v. Quintan Attorney: F. Bailey	<b>Defendant: Marisela Isela Quin</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/12/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00008-BW</a> Defendant #: 1 Case Title: USA v. Caraway Attorney: F. Bailey	<b>Defendant: Curtis Caraway</b> Representation Type: Federal capit Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00009-BW</a> Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	<b>Defendant: James Ernest Mass</b> Representation Type: Criminal Case Order Type: Subv for Federal Defen Order Date: 05/12/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (1 items)

## Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

## Create New Voucher

**AUTH** [Create](#)

Authorization for Expert and other Services

**CJA-20** [Create](#)

Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)

Authorization and Voucher for Expert and other Services

**CJA-27** [Create](#)

Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

### Reports

[Appointment Report](#)

[Attorney Time Report](#)

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)

Detailed Payment Reports







## Appointment Info

1. CIR./DIST./DIV.CODE --09	2. PERSON REPRESENTED Major Tom	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 9:11-AP-03254-1	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) Ground Control v. Major Tom	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Other Types of Appeals
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456789 Mason & Street 123 Justice Avenue San Francisco CA 94101 Phone: 415-555-1313		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court District Judge Date of Order 2/1/2011 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

## Vouchers on File

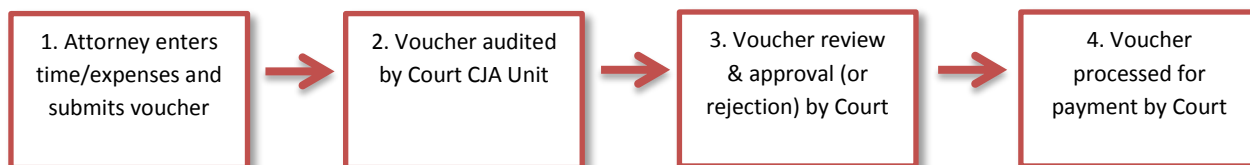
To group by a particular Header, drag the column to this area.

Search:

Case	Defendant	Type	Status
<a href="#">9:11-AP-03254--</a> Start: 06/13/2011 End: 06/20/2011	Major Tom (# 1) Claimed Amount: 5,000.00 Approved Amount: 2,500.00	AUTH Psychologist	 Voucher Closed --09.0000063
<a href="#">9:11-AP-03254--</a> Start: 05/01/2011 End: 05/31/2011	Major Tom (# 1) Claimed Amount: 1,437.50	CJA-20 Perry Mason	 Submitted to Court --09.0000064 INTERIM
<a href="#">9:11-AP-03254--</a> Start: 06/29/2011 End: 06/29/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	 Voucher --09.0000065
<a href="#">9:11-AP-03254--</a> Start: 06/01/2011 End: 06/05/2011	Major Tom (# 1) Claimed Amount: 1,674.23 Approved Amount: 1,597.70	CJA-20 Perry Mason	 Voucher --09.0000066 FINAL P
<a href="#">9:11-AP-03254--</a> Start: 07/14/2011 End: 07/15/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	 Voucher --09.0000078
<a href="#">9:11-AP-03254--</a> Start: 01/01/2011 End: 01/31/2011	Major Tom (# 1) Claimed Amount: 490.50 Approved Amount: 490.50	CJA-21 Lisa Gara Paralegal Services	 Voucher Closed --09.0000080 INTERIM PAYMENT 1

All vouchers associated with this case are shown in this section.

# CJA-20 VOUCHER PROCESS OVERVIEW



## CREATING THE CJA-20 VOUCHER



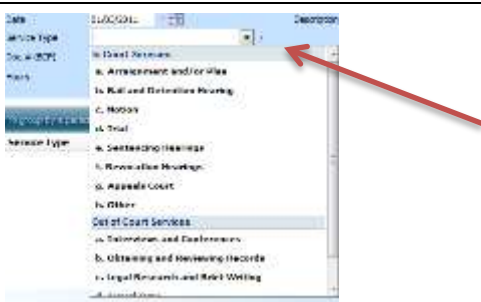

The Court creates the appointment. The attorney will initiate the CJA-20 voucher.

<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA-20 voucher template found on the Appointment screen.</p>	
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### Basic Info

<p>The voucher opens to the <b>Basic Info</b> page which is representative of the CJA-20/21 voucher.</p> <p>A <b>Menu Bar</b> appears across the top of the voucher. You may navigate using the menu bar or the progress bar (shown below).</p>	
<p>The <b>Progress Bar</b> appears at the bottom of the screen.</p> <p>The user should frequently <b>SAVE</b> any entries made on this voucher to avoid data loss.</p>	
<p><b>Note:</b> At any time prior to submitting the voucher, the user may delete the voucher by clicking the <b>Delete Draft</b> button.</p>	

## Services

<p>Line item time entries should be entered on <b>Services</b> tab.</p> <p>Both In-Court and Out-of-Court time should be recorded on this screen.</p>	
<p>1. Enter the date of the service (REQUIRED).</p> <p>The default date is always the current date.</p> <p>You may type in the date, or select a date by clicking on the calendar icon.</p>	
<p>2. Select <b>Service Type</b> from the drop-down menu. (REQUIRED)</p> <p><u>Note:</u> You may add time in any order. You can also sort in chronological order at any time.</p>	
<p>3. Enter hours of service in <b>tenths</b> of an hour. (REQUIRED)</p> <p>4. Add a description of services. (REQUIRED)</p> <p>5. Click <b>Add</b>.</p>	 <div data-bbox="976 1682 1430 1766" style="border: 1px solid red; padding: 5px;"> <p>Note: The rate will adjust depending upon the date of service</p> </div>

The entry for services will be added to the voucher.

Note: You may group your entries by any of the column headers by dragging the header to the **Group By** bar.

Click **Save**.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arrangement and/or P...	01/03/2011	First Appearance and arraignment of Defendant	1	62.00	62.00

**Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.**

## Expenses

Line item expense entries should be made on the **Expenses** tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
  - a. miles traveled, if any, and/or
  - b. dollar amount of expense.
4. Enter Description (REQUIRED)
5. Click **Add**. (REQUIRED)

Expense Type	Date	Description	Mile	Rate	Amt

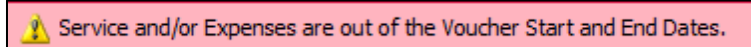
Note: The mileage rate will adjust depending upon the date

Note: If you are claiming in-house photocopy expenses, you must indicate the number of pages and the rate charged per page.

Click **Save**.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	01/03/2011	to and from court	10	0.51	5.10
Photocopies	02/01/2011	Copies of Discovery 100 pages @ .25 per page	0	0	25.00

Once you begin entering data on the **Services** or **Expenses** tab, you may receive the following error message:



This error message will be removed when you complete the **Claim Status** section described in the next section.

## Claim Status

1. Enter the start and end date from the services or expenses entries.

Note: The dates **do not** carry over from other sheets.

2. Indicate final or interim payment. If you indicated interim, enter which interim number this voucher represents.

3. Answer all the questions regarding previous payments in this case.

4. Click **Save**.

Refresh your browser and the error message should go away.

A screenshot of the "Claim Status" form. At the top, it shows "Start Date: 1/1/2011" and "End Date: 2/28/2011". Below this is a section titled "Payment Claims" with three radio buttons: "Final Payment", "Interim Payment" (which is selected), and "Supplemental Payment". Next to "Interim Payment" is a text box containing the number "2" followed by "(int.number)". Below this are three questions, each with "Yes" and "No" radio buttons. The first question is "Have you previously applied to the court for compensation and/or reimbursement for this?" with "Yes" selected. The second question is "If Yes, were you paid?" with "Yes" selected. The third question is "Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?" with "Yes" selected. At the bottom of the form is a navigation bar with buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft". The "Save" button is circled in red.




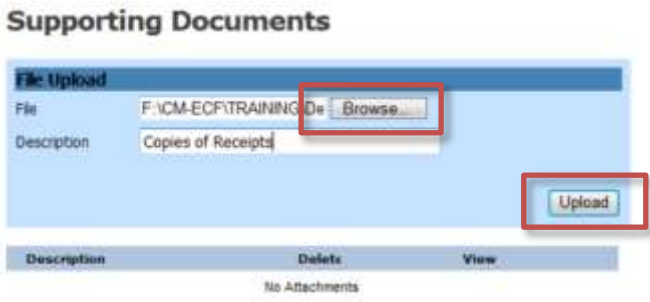
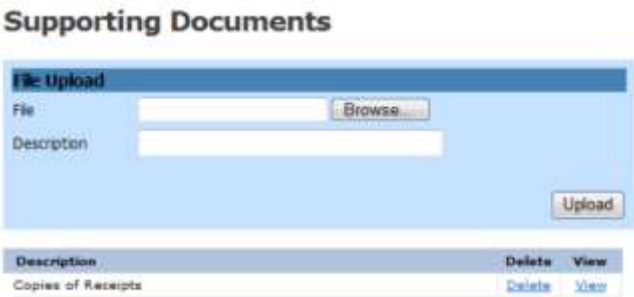

To easily find out the earliest and latest dates, go to the **Services** or **Expenses** tab and click on the **Date** column heading to sort chronologically by date.

The screenshot shows a web application interface with four tabs: Basic Info, Services, Expenses, and Claim S. The 'Services' tab is active. Below the tabs, there is a section titled 'Services' with a red asterisk and the text '\* Required Fields'. This section contains several input fields: 'Date' (with a calendar icon and the value '2/23/2012'), 'Service Type' (a dropdown menu), 'Doc. # (ECF)' (a text box), 'Pages' (a text box), and 'Hours' (a text box with a note '\* at rate 125.00'). Below these fields is a blue bar with the text 'To group by a particular Header, drag the column to this area.' Below this bar is a table with three columns: 'Service Type', 'Date', and 'Description'. The 'Date' column header is circled in red. The table contains five rows of data.

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Note: Incorrect start and end dates on the Claim Status tab is the most common problem with the eVoucher system.

## Documents

<p>Attorneys (as well as the Court) may attach documents to any record.</p> <p>Attach any documentation which supports the voucher, e.g., travel or other expense receipts, orders from the Court, Claim in Excess of the Statutory Case Maximum, and CJA-26s.</p>	
<p>1. To add the attachment, click the <b>Browse</b> button and locate your file.</p> <p><u>Note:</u> All documents must be submitted in <b>PDF</b> format.</p> <p>2. Add a description of the attachment.</p> <p>3. Click <b>Upload</b>.</p>	
<p>The attachment is added to the voucher.</p>	
<p>Click <b>Save</b>.</p>	

## Signing and Submitting the Voucher

When you have added all the voucher entries, you are ready to sign and submit your voucher to the Court.

Click **Last**.

The **Confirmation** screen appears, which reflects all entries from the previous screens.

1. Verify the information is correct.
2. Scroll to bottom of the screen.

*(continued on the next page)*

### Confirmation

1. CDR DKT DEF CODE 8976	2. PERSON REPRESENTED Marcela Iola Quintana de Tarango	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DKT DEF NUMBER 2:12-CR-00007-1-BLW-CWD	5. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 350 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> T Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> T Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***-**-6789 123 Legal Bldg. South Anytown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court B. Lynn Wimsell Date of Order 12/21/2010 Hears Pre Trial Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	REVIEW
15. a. Arrangement and/or Plea	0.5	\$62.50	
b. Bail and Detention Hearing	0	\$0.00	
c. Motion	0	\$0.00	
d. Trial	0	\$0.00	
e. Sentencing Hearings	0	\$0.00	
f. Revocation Hearings	0	\$0.00	
g. Appeals Court	0	\$0.00	
h. Other	0	\$0.00	
<b>Totals</b>	<b>0.5</b>	<b>\$62.50</b>	
16. a. Interviews and Conferences	0	\$0.00	
b. Obtaining and Reviewing Records	0	\$0.00	
c. Legal Research and Brief Writing	0	\$0.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	0	\$0.00	
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>	

3. **Notes Box:** Use this box for any additional information you may want to include.

4. Check the box to swear and affirm the truth or correctness of the voucher.

The date and time will automatically be entered.

4. Click **Submit** to send to the Court.

The screenshot shows a multi-part form. At the top, there are sections for 'Travel Expenses' and 'Other Expenses' with a 'GRAND TOTALS' section showing \$82.60. Below this is a section for 'CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE' with dates 'FROM 1/1/2011 TO 2/28/2011'. There are checkboxes for 'First Payment', 'Interim Payment (N)', and 'Supplemental Payment'. A section for 'Have you Previously applied to the court for compensation and/or reimbursement for this?' has 'YES' selected. A signature line for the attorney is present. Below the signature line is a section titled 'APPROVED FOR PAYMENT - COURT USE ONLY' with fields for 'IN COURT COMP.', 'OUT OF COURT COMP.', 'TRAVEL EXPENSES', and 'OTHER EXPENSES'. There are also fields for 'TOTAL AMT. APPR.-CERT.' and 'JUDGE CODE'. A 'Notes' section is circled in red, with a red box containing the text 'Include Case Disposition in Notes section when submitting a final voucher'. At the bottom, there is a checkbox for 'I swear and affirm the truth or correctness of the above statements' which is checked, and a 'Submit' button is circled in red. Navigation buttons like '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft' are at the very bottom.

A confirmation screen will appear indicating that the voucher has been submitted for payment.

Click on the **Home Page**.

The screenshot shows a 'Success' message in a blue box. The text says: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: 0976.0000058'. Below this, there is a 'Back to:' section with links for 'Home Page' and 'My Submitted Page'. The 'Home Page' link is circled in red.

The active voucher has been removed from the **My Active Vouchers** folder and now appears in **My Submitted Vouchers** folder.

The screenshot shows a window titled 'My Submitted Vouchers'. It contains a table with columns: Case, Defendant, Type, and Status. There are two rows of data. The first row is for case '2:12-CR-0000...' with defendant 'Marisela Isel...' and status 'Submitted Court 0976.00'. The second row is for case '2:12-CR-0000...' with defendant 'Curtis Caraw...' and status 'Submitted Court 0976.00'. A red arrow points to the first row. The page number 'Page 1 of 1 (2 items)' is at the bottom.

Case	Defendant	Type	Status
2:12-CR-0000... Starts: 01/01/2011 Ends: 02/28/2011	Marisela Isel... Claimed Amo...	CJA-20 F. Lee B...	Submitted Court 0976.00 INTERIM PAYMEN
2:12-CR-0000... Starts: 09/15/2009 Ends: 11/30/2009	Curtis Caraw... Claimed Amo...	CJA-30 F. Lee B...	Submitted Court 0976.00 INTERIM PAYMEN

## Interim Payment Authorization

Counsel seeking interim payments in a case should follow the procedure in place for requesting interim payments outside of eVoucher. Counsel should submit a written request to the CJA Coordinating Attorney. The request should address the complexity, the anticipated length of the representation, and the financial hardship which would ensue should counsel undertake the representation for such a period of time without compensation.

## Claim for Compensation in Excess of the Statutory Case Maximum, CJA-26

When fees in excess of the case maximum are requested, the attorney must prepare a CJA-26 and upload it as a **PDF** attachment to the CJA-20 voucher. The CJA-26 form is available [here](#) and guidance to assist in preparing the CJA-26 is available [here](#).

## Rejected Voucher

If the voucher has been rejected by the Court, it will reappear in the **My Active Vouchers** folder, highlighted in gold. An automated email message will be sent explaining what corrections need to be made.



Home Operations Reports Links Help Logout

Welcome Bonnie Kates: My P

My Appointments: View

Search Existing Appointments: Search

**My Active Vouchers**

To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
9:09-AP-1,...	Smith, John (# 1)	CJA-20	Voucher Entry
Start: 01/06/...	Claimed Amount: ...	Bonnie Kates	09.0000062
End: 01/06/2...			

1 Page 1 of 1 (1 items)

**Appointments' List**

## Use of Associates

When an attorney seeks to use the services of an associate in a representation, the attorney must email the CJA office at [MDD\\_CJA@mdd.uscourts.gov](mailto:MDD_CJA@mdd.uscourts.gov) with the following information:

- the associate's name
- the associate's mailing address
- the associate's email address
- the associate's social security number
- information about any firm association, including EIN



The CJA Specialist will issue the associate a user name and password.

The Court will appoint the associate, which will allow the associate to create the CJA 20, enter services, enter expenses, print the voucher, and submit the voucher to appointed counsel.

Appointed counsel will then review the associate's voucher, affirm the accuracy of the associate's voucher, and upload the associate's voucher as a PDF attachment to the voucher being submitted to the Court.

## CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals by using the quick review panel on the left-hand side of the screen.

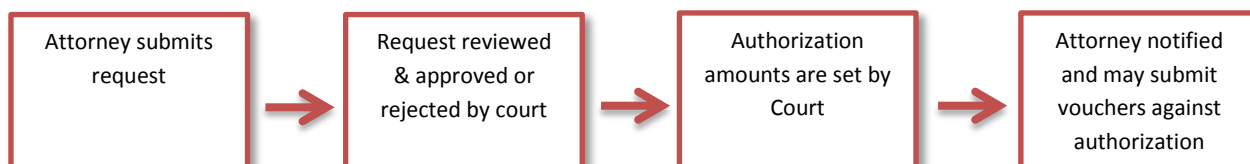
<p>Services and Expenses will total automatically as entries are made to the voucher.</p>	
<p>Expand the item to reveal specific types of entries.</p> <p>Click on the down arrow (▼) to expand or minimize the view.</p>	

## EXPERT OR SERVICE REQUEST PROCESS OVERVIEW (CJA-21)

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Before expert services may be claimed by an attorney, the attorney must obtain court authorization. Once authorized, the request moves to the CJA unit for final system update. The authorization will appear in the appointment record for that defendant, which is viewable by the Court and by the attorney.

A more detailed description of the process can be seen below:



- An Authorization Request is submitted to the Court through the CJA eVoucher program. The Court approves the services within the eVoucher program. A judge must approve the service prior to employment.
- The Clerk's Office will enter an authorization with a specified amount. This may or may not appear as a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved.
- A voucher which exceeds the authorized amount cannot be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.


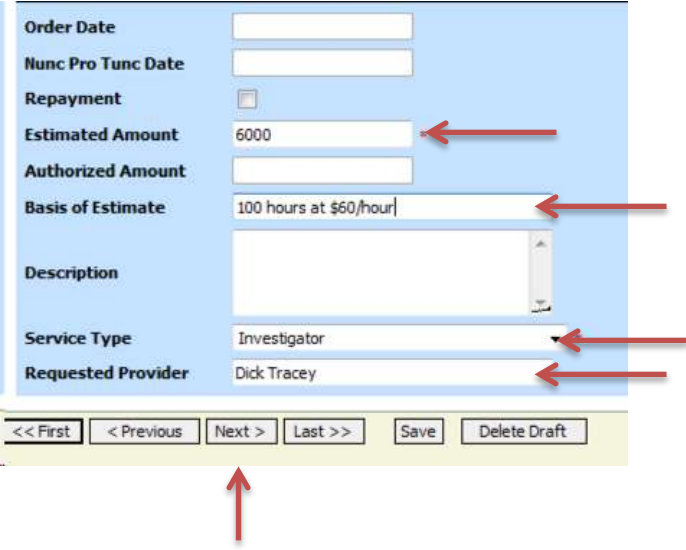
Interpreters: You may employ an interpreter prior to receiving authorization. However, authorization must be obtained prior to submitting vouchers.

Translation of Documents: Authorization is required prior to employing interpreters to translate or transcribe documents.



## CREATING AN EXPERT OR SERVICE AUTHORIZATION


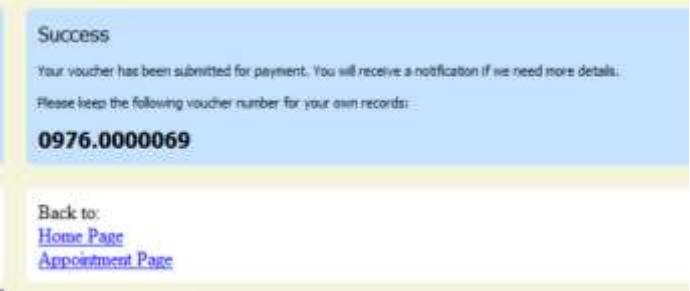
### Submitting an Authorization Request for Expert Services

<ol style="list-style-type: none"><li>1. Open the Appointment record.</li><li>2. Click on <b>Create</b> from the <b>AUTH</b> template located on the Appointment screen.</li></ol>	
<p>The <b>Basic Info</b> screen will open.</p> <ol style="list-style-type: none"><li>3. Complete the information in the blue section at the bottom of the screen:</li></ol> <ul style="list-style-type: none"><li>• Estimated Amount</li><li>• Basis for Estimate</li><li>• Service Type from the drop-down list</li><li>• Name of Service Provider</li></ul> <ol style="list-style-type: none"><li>4. Click <b>Save</b>.</li><li>5. Click <b>Next</b>.</li></ol>	

### Documents

<ol style="list-style-type: none"><li>1. Upload:<ul style="list-style-type: none"><li>• Affidavit of counsel explaining the necessity for expert services</li><li>• Resume or <i>curriculum vitae</i> of expert, if available</li></ul></li><li>2. Click <b>Save</b>.</li><li>3. Click <b>Next</b>.</li></ol>	
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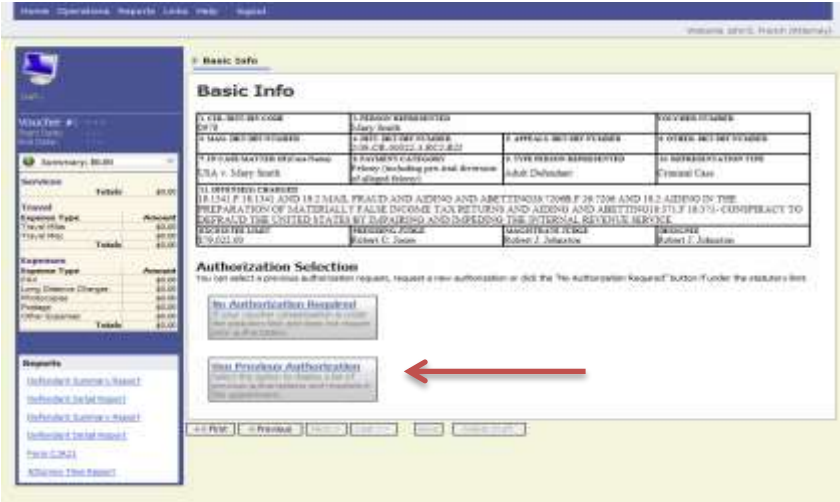
## Signing and Submitting the Voucher

<p>The <b>Confirmation</b> screen will open.</p> <p>1. Complete the information in the blue section at the bottom of the screen:</p> <ul style="list-style-type: none"><li>• Check the box to swear and affirm the truth or correctness of the request.</li><li>• Your request will automatically be dated and time-stamped.</li></ul> <p>2. Click <b>Submit</b>.</p>	
<p>A screen will appear indicating the voucher has been submitted for payment.</p> <p>Click on <b>Home Page</b>.</p>	

When the Court has approved the Authorization, it will move from your **My Submitted Vouchers** folder to your **Closed Vouchers** folder.

**Note:** You will not be able to create a CJA-21 using this authorization until the authorization has been approved.

# CREATING THE CJA-21 VOUCHER

<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA-21 Voucher template found on the Appointment screen.</p>	
<p>The <b>Basic Info</b> screen will appear.</p> <p>Click <b>User Previous Authorization</b>.</p> <p>All approved authorizations associated with the appointment will be displayed.</p> <p>Click to highlight the authorization you wish to associate with the CJA-21.</p>	

The service type will roll-over from the authorization selected. If no authorization is being used, you will use the drop-down box to select the service type.

- Enter a **Description** of the service to be provided on the CJA-21
- Click on the arrow to select your Expert from the drop-down list. The expert's contact information will be displayed.
  - Note: Only experts registered with the service type selected will appear in the drop-down box. See below to enter an expert not on the drop-down list
- Click on **Create Voucher**

## Entering Expert Not in System

If the expert you would like to use is not in the system, you can add payment information and create the CJA-21 Voucher using the **New Voucher Information** section.

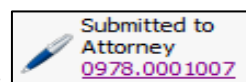
Note: While you can enter payment information for an expert who has not been added to the system, you will not be able to submit a voucher for the expert until the expert is approved by the Court.

- All fields in asterisks are mandatory
- You must also fill out the Country

## Submission and Approval of CJA-21 Vouchers

CJA-21 vouchers require two levels of submission or approval. The attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provided the attorney), as well as will perform the first level of submission.

The voucher will appear in the attorney's **My Active Vouchers** as



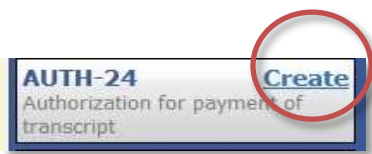
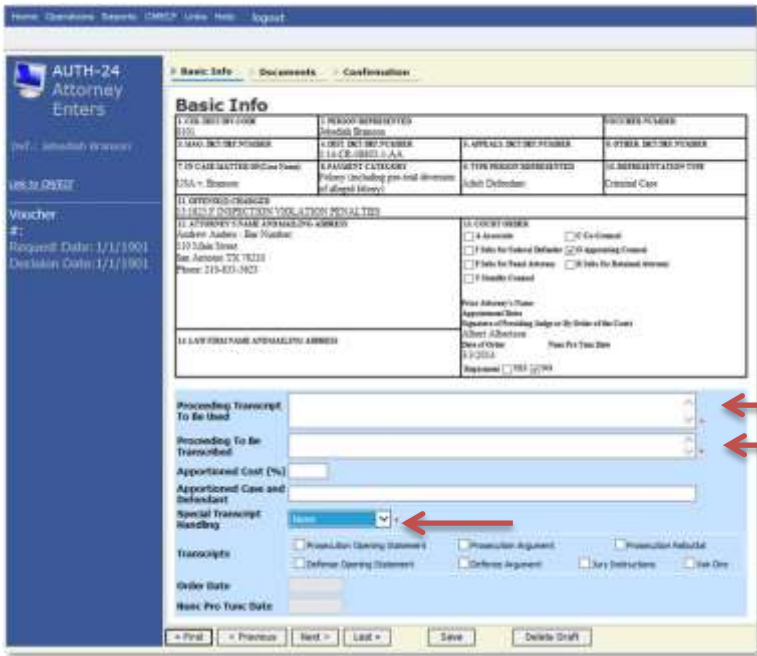
The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney's **My Submitted Vouchers** folder.

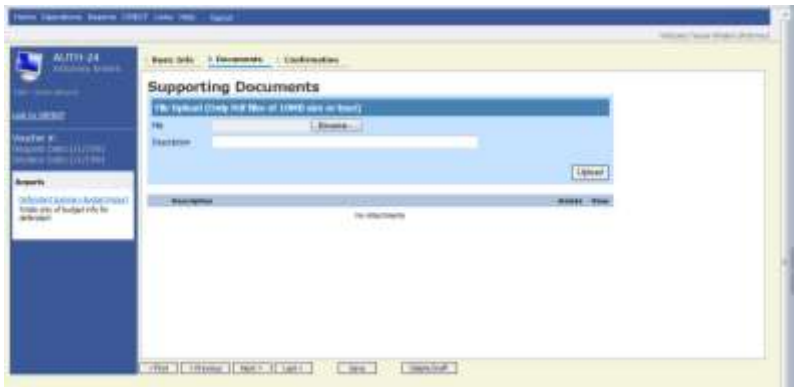
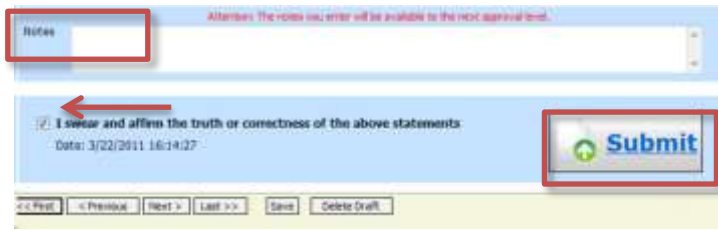
# TRANSCRIPT REQUEST PROCESS, CJA-24

Before a transcript can be prepared, an attorney must obtain court authorization.

For cases in which counsel making the request for a transcript is appointed at the district court level (including substitute counsel), counsel should click on the hyperlink for the case from the **Appointments** list of the **Home Page**.

Note: For cases in which counsel was not appointed at the district court level, counsel should follow the procedure in place for obtaining a transcript by preparing and submitting a CJA-24 outside of eVoucher.

<ol style="list-style-type: none"> <li>1. Open the Appointment record.</li> <li>2. Click on <b>Create</b> from the <b>Auth-24</b> Voucher template found on the Appointment screen.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Enter the required information in the boxes marked with an asterisk.</li> <li>4. Click <b>Save</b>.</li> <li>5. Click <b>Next</b>.</li> </ol>	

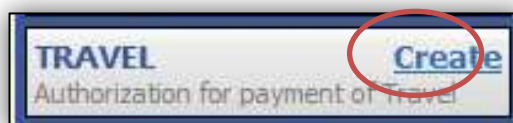
<p>6. Upload any supporting documentation.</p> <p><u>Note:</u> All documents must be submitted in <b>PDF</b> format.</p>	
<p>The Confirmation screen will open.</p> <p>7. Add any notes.</p> <p>8. Click <b>Save</b>.</p> <p>9. Complete the information in the blue section at the bottom of the screen. Your request will automatically be time stamped.</p>	

Once the request is reviewed and approved by the district judge, the transcript clerk will order the transcript and issue a CJA-24 for review and approval by appointed counsel.

# CREATING A TRAVEL AUTHORIZATION

## Submitting an Authorization Request for Travel

1. Open the Appointment record.
2. Click **Create** from the Travel Voucher template located on the appointment screen.



The **Basic Info** screen will open. The **Travel Agency to be Used** section will automatically populate.

3. Click the **Authorization Request** tab at the top of the page or the **Next** option from the progress bar at the bottom of the page.



Basic Info			
1. CTR. INT. DET. CODE 0000	2. PERSON REPRESENTED Gregory Wilson	3. VOUCHER NUMBER	
4. CASE INT. DET. NUMBER	5. DET. INT. DET. NUMBER 1:14-CTR-00000-3-A-A	6. APPEALS INT. DET. NUMBER	7. OTHER INT. DET. NUMBER
8. IN CASE MATTER (Case Name) USA v. Wilson et al	9. FIDELITY CATEGORY Privacy (including pre-litigation of alleged history)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case
12. OVERSIGHT CHARGES 12.13-0100 F INCOME TAX, FAILURE TO FILE			
13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Andrew - Ben Franklin (1314) 110 Main Street San Antonio TX 78216 Phone: 213-455-5623		14. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Fidei for Federal Defendant <input checked="" type="checkbox"/> H Agreeing Counsel <input type="checkbox"/> I Fidei for Post Adversary <input type="checkbox"/> R Fidei for Proposed Adversary <input type="checkbox"/> V Waiver Counsel	
15. LAW FIRM/NAME AND MAILING ADDRESS		16. COURT ORDER Date of Order: 7/27/2014 Time Per Time Date: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Travel Agency to be Used: <input type="button" value="Select Travel"/>			
Global Travel 3234 Travel Lane Suite 300 Second Floor Los Angeles, CA 93265 Phone: 1-800-444-7888 Fax: 1-800-555-7777 Email: globaltravel@support.uscourtsmd.gov			

The **Request for Travel** screen will open.

4. Complete the information in the blue section:

- Person Traveling
- Address of Traveler
- Purpose of Travel
- Travel Origination
- Travel Destination
- Dates of Travel
- Estimated Cost
- Justification for Travel

5. Click **Save**.

6. Click **Next**.

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	\$40.00

## Documents

1. Upload any supporting documents.

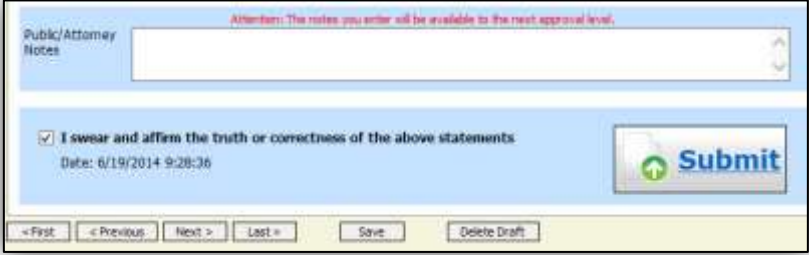

2. Click **Save**.

3. Click **Next**

Description	Delete	View
Documents	Delete	View



## Signing and Submitting the Voucher

<p>The <b>Confirmation</b> screen will open.</p> <p>1. Complete the information in the blue section at the bottom of the screen:</p> <ul style="list-style-type: none"><li>• Check the box regarding the accuracy of the authorization request.</li><li>• Your request will be dated and time-stamped automatically.</li></ul> <p>2. Click <b>Submit</b>.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.</p> <p>Click on <b>Home Page</b> to return to the home page.</p>	

The Travel Voucher will now appear in the **My Submitted Documents** section. When the Court has approved the Authorization, it will move from your **My Submitted Vouchers** folder to your **Closed Vouchers** folder.

## REPORTS AND CASE MANAGEMENT

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At the start of a case, it may be difficult for counsel or the Court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending on which screen you are viewing, may have different reports available.

Each report will have a short description of the information received when viewing that report.

**The two main reports are the Defendant's Detailed Voucher Report Summary and Budget Report.**

The screenshot displays the CJA eVoucher system interface. At the top, the 'Appointment' section is visible, containing a summary and a 'View Representation' link. Below this is the 'Create New Voucher' section, which lists four voucher types: AUTH, CJA-20, CJA-21, and CJA-26, each with a 'Create' link. At the bottom, a 'Reports' section is highlighted with a red box. This section contains two links: 'Defendant Detailed Voucher Report' and 'Defendant Summary Budget Report'. The 'Defendant Detailed Voucher Report' link is accompanied by a brief description: 'Provides details on time spent and remaining money for attorney and authorized experts for this appointment.'

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

<b>AUTH</b> Authorization for Expert and other Services	<a href="#">Create</a>
<b>CJA-20</b> Appointment of and Authority to Pay Court-Appointed Counsel	<a href="#">Create</a>
<b>CJA-21</b> Authorization and Voucher for Expert and other Services	<a href="#">Create</a>
<b>CJA-26</b> Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	<a href="#">Create</a>

**Reports**

[Defendant Detailed Voucher Report](#)  
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.

[Defendant Summary Budget Report](#)

## Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed (as with a budgeted case), the voucher submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: the **attorney appointment** and the **authorized expert services**.

expert services.

Total Requested;  
Total Approved

Requests for Excess  
Payments

Counsel Budget

Defendant: Marisela Isela Quintana de Tarango

Type of Representation:

Criminal Case

Document

Document Number

Amount Claimed

Amount Adjusted

Budget Amount Requested:

\$50,000.00

CJA-26

0976.0000056

\$35,000.00

\$35,000.00

Budget Amount Approved:

\$50,000.00

CJA-26

0976.0000077

\$15,000.00

\$15,000.00

Total:

\$50,000.00

\$50,000.00

Time Period  
For Voucher

Voucher  
Number

Pending

Approved

Amount Remaining

Fees

Expenses

Total

Fees

Expenses

Total

After  
Approved

After  
Approved  
And Pending

Travel

Other

Travel

Other

Attorney: F. Lee Bailey (Appointing Counsel)

Active

12/21/2008 to 01/30/2009

0976.0000054

\$0.00

\$0.00

\$0.00

\$0.00

\$3,100.00

\$428.74

\$12.50

\$3,541.24

\$46,900.00

\$46,900.00

01/01/2011 to 02/28/2011

0976.0000058

\$62.50

\$5.10

\$10.00

\$77.60

\$0.00

\$0.00

\$0.00

\$0.00

\$46,900.00

\$46,837.50

Total Pending:

\$77.60

Total Approved:

\$3,541.24

\$46,900.00

\$46,837.50

Expert and Other Services Budget - Requiring Authorization

Time Period  
For Voucher

Voucher  
Number

Pending

Approved

Amount Remaining

Fees

Expenses

Total

Fees

Expenses

Total

After  
Approved

After  
Approved  
And Pending

Travel

Other

Travel

Other

Authorization Number: 0976.0000055

Amount Requested: \$15,500.00

Amount Authorized: \$15,500.00

Attorney: F. Lee Bailey

Vendor: (Investigator)

No Voucher

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$15,500.00

\$15,500.00

Pending For Vendor:

\$0.00

Approved For Vendor:

\$0.00

Total Pending:

\$0.00

Total Approved:

\$0.00

\$15,500.00

\$15,500.00

## Defendant Summary Report

This report contains the same information as the **Detailed Report** without the individual voucher data.

Counsel Budget Defendant: Marisela Isela Quintana de Tarango											
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$50,000.00	CJA-26	0976.0000056	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$50,000.00	CJA-26	0976.0000077	\$15,000.00	\$15,000.00						
				Total:	\$50,000.00	\$50,000.00					
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel)		Active									
		Total Pending:		\$77.60	Total Approved:		\$3,541.24	\$46,900.00	\$46,837.50		

Expert and Other Services Budget - Requiring Authorization											
Time Period  For Voucher	Voucher  Number	Pending				Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved  And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00		Amount Authorized: \$15,500.00		Attorney: F. Lee Bailey					
Vendor: (Investigator)											
		Pending For Vendor:		\$0.00		Approved For Vendor:		\$0.00			
		Total Pending:		\$0.00		Total Approved:		\$0.00		\$15,500.00    \$15,500.00	